

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
ADMINISTRATIVE ASSISTANT  
ADMINISTRATIVE SUPPORT SERVICES DIVISION

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** CT VALLEY HOSPITAL-EXECUTIVE SUITE

**Job Posting No:** CV101013

**Hours:** 1st shift: Monday – Friday, 8:00 a.m. to 4:30 p.m. (40 hours per week)

**Salary:** \$49,357 annually

**Closing Date:** June 20, 2012

**Duties include:** Independently provides support to the Director of Compliance and Performance Improvement and the Director of Accreditation and Regulatory Compliance; supports the Director of Compliance and Performance Improvement with the Compliance Committee, including updating committee schedule, notices of meetings, and distribution of meeting materials; Supports the Utilization Review Nurse Management, including meeting schedules, projects, correspondences, etc.; Prepares and processes registration for conferences and purchase orders processing for the Department and staff (Performance Improvement Managers, Utilization Review Nurses, the Director of Compliance and Performance Improvement, and the Director of Accreditation and Regulatory Compliance); Represents the Director of Accreditation and Regulatory Compliance at the monthly Wellness Initiative meetings; Independently supports the Hospital Governing Body, including all notifications to members; maintaining, updating, tracking and ensuring timely response to Reporting Schedule; maintaining electronic and hardcopy files of all Governing Body materials; Independently researches, assembles, and prepares statistical data for Governing Body Self Assessment prior to approval by the Governing Body; Arranges and coordinates meetings and maintains calendars for the Director of Compliance and Performance Improvement and the Director of Accreditation and Regulatory Compliance; Assembles meeting materials, attends and takes minutes of meetings, and ensures follow-up required for the Governing Body and Operational Procedure Committees; Maintains, updates, and reviews the Hospital Operational Procedure Manual and Hospital Plan for Providing Care Manuals which includes the Biennial Strategic Plan; Operational Plan; Performance Improvement Plan; Information Management Plan; Education Plan; and Cultural Competence Plan as required electronically and hard copy; Independently prepares the quarterly Operational Procedure Report for presentation to the Clinical Management Committee (CMC) by researching and assembling information from a variety of sources pertaining to committee work; Provides coverage for other administrative staff in their absence as needed for the Executive Office; Displays knowledge of hardware and software use resulting in efficient use of computerization and electronic storage systems to ensure efficient retrieval of data; takes minutes of meetings, distributes them and maintains files in order to ensure appropriate distribution of information.

**Eligibility Requirement:** Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

- **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
- **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
- **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:  
Deb Robinson, Human Resource Associate  
Connecticut Valley Hospital, P. O. Box 351, Middletown, CT 06457  
Fax : (860) 262-5055 Phone : (860) 262-5819  
Email : Deborah.A.Robinson@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. **NP-3**